

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

RE: FINAL NOTICE PRIOR TO REPOSSESSION

Account Number: [Account Number]

Collateral Description: [Year, Make, Model, VIN/Serial Number]

Dear [Customer Name],

This letter serves as formal notification that your account is seriously delinquent. Despite previous attempts to resolve this matter, we have not received the required payments to bring your account to current status.

As of [Date], your total past due balance is \$[Amount].

Failure to pay the full past due amount or contact our office to surrender the collateral voluntarily by [Deadline Date/Time] will result in immediate **repossession action**. Once the collateral is repossessed, you may be held responsible for additional costs, including recovery fees, storage fees, and legal expenses.

Furthermore, if the collateral is sold for less than the amount owed on your contract, you will remain liable for the remaining deficiency balance.

To prevent this action, you must immediately:

- Pay the past due balance of \$[Amount] in certified funds.
- Contact our Collections Department at [Phone Number] to discuss your account.

Please give this matter your urgent attention to avoid the loss of your property and damage to your credit rating.

Sincerely,

[Your Name/Department]
[Your Title]